

NATURAL RESOURCES PERMIT APPLICATION
FOR
NEW SINGLE FAMILY/DUPLEX CONSTRUCTION



Hillsborough County
Florida

The enclosed documentation contains information requiring completion prior to applying for a building permit to construct a single family/duplex residence. The forms contained in this packet aside from the permit application may not in their entirety be applicable to your situation. Please be informed, however, all applicable forms inclusive of the permit application & Application Sufficiency Checklist **must be completed in their entirety to consider the application sufficient for review**. Any questions you may have can be addressed to the Natural Resources, Development Review Section, Development Services Department at 601 E. Kennedy Blvd, Tampa, FL 33602 (phone 813-272-5600).

TABLE OF CONTENTS

Application	Page I
Application Sufficiency Checklist	Page II
Sample Plot Plan	Page III
Grand Oak Description	Page IV
No Fill Affidavit	Page V
No Tree Affidavit	Page VI
Grand Oak Pruning Affidavit	Page VII
Protective Tree Barrier Specifications	Page VIII

**PERMIT APPLICATION FOR
LAND ALTERATION/TREE REMOVAL/LANDSCAPING
(SINGLE FAMILY OR DUPLEX PROJECTS)**

Date Submitted: _____

Application (SFD) #: _____

Fee: \$60.00

TO BE COMPLETED BY APPLICANT:

The Owner or Authorized Agent hereby applies for a permit for the purpose of performing the following activity(ies):

- Tree Removal (number, trunk diameter, type): _____
- Clearing (type of vegetation): _____
- Grading
- Excavating (cubic yards to be removed offsite): _____
- Filling (type, source and cubic yards): _____
- Required landscaping

Reason(s) for activity(ies):

- Single Family House or Duplex (includes Mobile Homes)
- Pool
- Septic Tank and/or Well
- Solar Energy Equipment Installation
- Tree Transplanting (on a separate sheet, indicate the proposed transplanting methods)
- Unhealthy or Damaged Tree(s)
- Other (specify): _____

Address of Property: _____

Size of Property: _____ Zoning: _____

Subdivision Name: _____ Block: _____ Lot: _____

Section / Township / Range: _____ / _____ / _____ Folio #: _____

Directions to Property: _____

Is the property openly accessible for a site evaluation? () yes () no

Owner's Name (Print)	Telephone #	Fax #	E-Mail Address
Address	City	State	Zip
Applicant's Name (Print), if other than owner	Telephone #	Fax #	E-Mail Address
Address	City	State	Zip

If not previously submitted for review, a site plan must accompany this application, indicating the proposed land alteration/tree removal/landscaping activities and the proposed structural improvements and other information, as required by the Hillsborough County Development Review Procedures Manual, Section 4.1.6, including an accurate tree location survey showing type, size and location of trees 5" DBH or greater and any delineation of environmentally sensitive areas. If no legal size trees exist on the site, a "No Tree Affidavit" must also be submitted with the application.

I HEREBY CERTIFY that this application, as well as any plans, tree survey, and environmentally sensitive area delineation submitted herewith, are a true representation of all facts concerning the proposed land alteration/tree removal/landscaping activity(ies). This application is made with my approval as Owner or Authorized Agent for the Owner, as evidenced by my signature below. FOR THE DURATION OF THE NATURAL RESOURCES PERMIT, IF ISSUED, I ASSUME LEGAL RESPONSIBILITY FOR ANY AND ALL VIOLATIONS OF THE HILLSBOROUGH COUNTY LAND DEVELOPMENT CODE AND PERMIT CONDITIONS ON THE PROPERTY DESCRIBED ABOVE.

Signature: _____ Date: _____

LAND ALTERATION/LANDSCAPING (LAL) NEW SINGLE FAMILY OR MODEL HOME CONSTRUCTION

APPLICATION SUFFICIENCY CHECKLIST

Applicant's INITIALS
 (Provided) (Not applicable)

I. Completed LAL-SFD Permit Application _____

II. Completion of a No Tree Affidavit, as applicable _____

III. Completion of a Grand Oak Pruning Affidavit, as applicable _____

IV. Completed Plot Plan identifying the following information drawn to scale:

A) Plot plan scale: No smaller than 1 inch = 60 feet.
 Information not legible may require a scale no larger than 1 inch = 30 feet. _____

B) Surveyed property boundaries with frontage road shown and labeled. Provide one (1) copy of the plot plan on paper no larger than 11" x 17". _____

C) North arrow on plot plan _____

D) TREED SITES ONLY (Otherwise Go To Item E)

Emphasis: On treed sites, all proposed improvements to be identified in a manner to minimize tree removal & disturbance to their critical root zone. Critical root zone is defined as that portion of a tree's root system within the tree canopy dripline. Canopy dripline equates to 1 foot radius from tree trunk for each trunk diameter inch at a point measured 4.5 feet above the soil line (i.e. 10 inch tree trunk = 10 foot radius).

1) Accurate location of all trees 5" DBH (trunk diameter at 4.5 feet above grade) on the property with type and DBH size identified. For ½ acre or larger properties, locate trees minimally within 30 feet of **all** proposed improvements. Trees 5" DBH & larger located within 30 feet of proposed improvements within that portion of the frontage road right of way abutting the property must also be identified by type & DBH size. _____

2) Location of all improvements that exist & that are proposed for construction including but not limited to (specify if existing or proposed):

- Home and type of construction (i.e. stilted, stemwall, or slab on grade) _____
- Garage and type of construction (i.e. stilted, stemwall, or slab on grade) _____
- Driveway and type of driveway construction (i.e. concrete, asphalt, paver bricks). Identify as grass or dirt, as appropriate _____
- Septic tank & drainfield drawn to scale in accordance with the Health Department's permit _____
- Water and sanitary sewer lines _____
- Pool and/or patio _____
- Accessory structures _____

3) Identify all trees to be removed with an "X", as applicable. _____

4) Identify any required special design techniques (i.e. tree wells, aeration systems, retaining walls, grade dishing) due to existing & proposed grade differential, as applicable. _____

5) Submission of an International Society of Arboriculture (ISA) Certified Arborist Tree Evaluation Report (optional). _____

E) NO TREE SITES ONLY

1) Location of all improvements that exist & are proposed for construction inclusive of:

- Home _____
- Driveway _____
- Septic tank and drainfield _____
- Pool _____
- Patio _____
- Accessory structures _____

2) Trees 5" DBH & larger located within 30 feet of proposed improvements (i.e. driveways, utilities, etc.) within that portion of the frontage road right of way abutting the property must be identified by type & DBH size.

F) Documented Environmental Protection Commission approved boundaries of environmentally sensitive areas (i.e. wetlands and/or upland significant or upland essential wildlife habitat), as applicable.

G) Wetland setback line identified as 30 or 50 feet, as applicable.

H) **GRADING (initial only one):**

1) Predevelopment (natural) & proposed finished topographic grades, finished floor elevations for the home and garage, swales, and wetland setback erosion control symbolisms **as identified** on the County **approved subdivision Lot Grading Plan;**

OR

2) If no County approved lot grading plan, submittal by a registered Professional Engineer grading information and finished floor elevations as identified in (1) above in the format represented on sample plot plan on Page II;

OR

3) Submission of a No Fill Affidavit, as identified on Page V

I) Identify type "A", "B" or "C" grading scheme in accordance to the County approved subdivision Lot Grading Plan, as applicable.

V. Copy of the Health Department Permit & approved site plan identifying the septic system, as applicable.

VI. Copy of the Wetland Setback encroachment authorization document for the placement of permanent structures or other impervious and semi-pervious surface improvements shown within the wetland setback, as applicable.

VII. **MODEL HOMES (IF APPLICABLE) (initial only one):**
All information specified in Items I-VI to address lots for model homes and parking, and:

1) Copy of the Transportation Technical Manual Drawing # TD-19, as applicable;

OR

2) Alternate Model Home Parking Lot Design by a Professional Engineer or Surveyor;

OR

3) Submittal of a Model Home Center Parking Lot Site Development Plan Approval Letter.

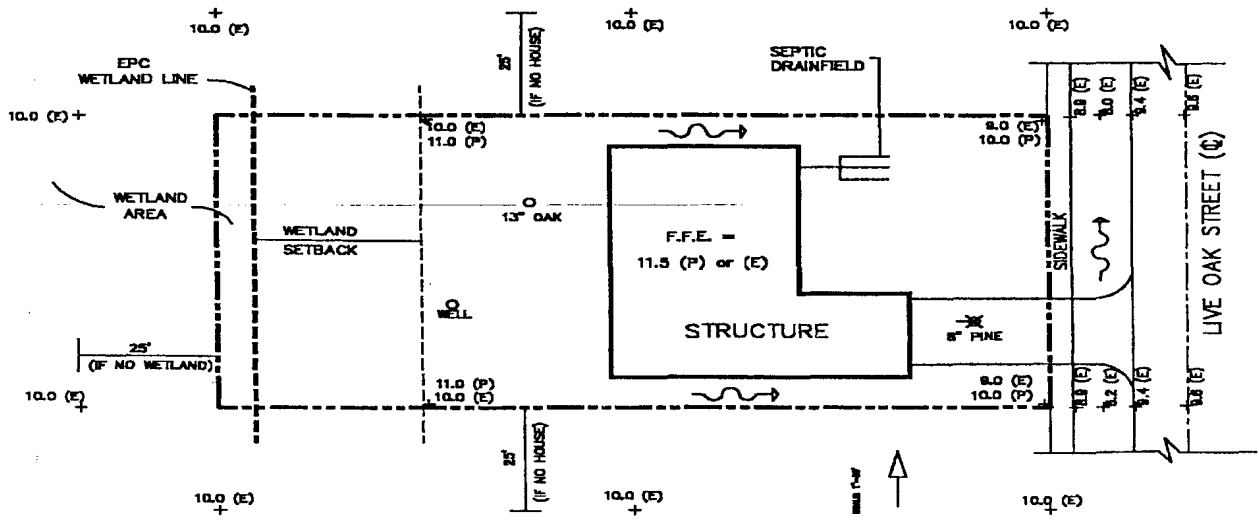
Applicant: _____
Print

Date: _____

Applicant: _____
Signature

Staff Reviewer: _____

Sample Plot Plan



SAMPLE PLOT PLAN

- LEGEND
- (E) = EXISTING GRADE
 - (P) = PROPOSED FINISHED GRADE
 - = DRAINAGE FLOW ARROW
 - FFE = FINISHED FLOOR ELEVATION
 - = LOT LINE

GRAND OAK DESCRIPTION

Grand Oak: A Grand Oak is a tree of the genus *Quercus* with a trunk measuring 34" DBH and greater, a condition rating of good or better in accordance to the Tree Condition Evaluation Form (sheet 2) and whose trunk circumference, height and crown measurements are of the size and character to total a minimum 175 points in accordance to the Tree Point System methodology.

Tree Point System: The tree point system classifies the significance of a tree species through three measurements of a tree's anatomy and asserts a point value for each measurement. One (1) point per inch is allotted for the tree trunk circumference to the nearest inch measured at 4.5 feet above grade, one (1) point per foot is allotted for the tree's overall height to the nearest foot measured vertically from the ground surface to a point level with the base of the highest twig and one (1) point per four (4) feet is allotted for the crown spread to the nearest foot averaging a measurement of the longest and shortest diameters of the tree canopy.

The developer shall preserve all trees identified as a Grand Oak unless authorized for removal by the Administrator. This provision shall not apply for a Grand Oak located in road site distances, recovery and maintenance areas as shown in the Transportation Technical Manual unless the County Engineer, otherwise, renders a determination that a Grand Oak may be preserved in these areas. A determination by the Administrator to authorize the removal of a Grand Oak shall require replacement as indicated below:

<u>Grand Oak Trunk Measurement</u>	<u>Replacement Ratio (in DBH)</u>
34" --- < 48" DBH	1:1
48" --- < 60" DBH	1.5:1
60" DBH and greater	2:1

Pruning of a Grand Oak, with the exception of minor pruning, is prohibited unless conducted in accordance with the ANSI A 300 Pruning Standards as performed by an Arborist certified by the International Society of Arboriculture (ISA) or a Registered Consulting Arborist with the American Society of Consulting Arborists (ASCA). A notarized affidavit affirming an ISA Certified Arborist or an ASCA Registered Consulting Arborist will conduct or onsite supervise the pruning shall be submitted to the County prior to the pruning of a Grand Oak. An ISA Certified Arborist or an ASCA Registered Consulting Arborist contracted by a property owner to prune a Grand Oak shall assume full responsibility for all pruning activities determined in noncompliance with standards specified within the Land Development Code.

Minor Pruning: The pruning of a tree by removing branches measured no greater than 3 inches in diameter at the point of connection to a supporting branch and in accordance to the American National Standards Institute (ANSI) A 300 Pruning Standards.

Further information on Grand Oak Regulations can be found on the Hillsborough County Development Services Department website or contact the Natural Resources Unit of the Development Services Department at (813) 272-5600.

(Sheet 1 of 2)

TREE CONDITION EVALUATION FORM

A tree's condition is determined from the sum of the condition points established from the rating of a tree's roots, trunk, limb/branch structure, twigs and foliage. The condition ratings range from excellent to poor and are determined by a condition point system that weights problems identified on each component of the tree. The condition point system is structured as follows: **no apparent problems (4 points), minor problems (3 points), major problems (2 points) and extreme problems (1 point).**

ROOTS

- Root anchorage
- Restricted root system relative to canopy
- Mechanical injury
- Girdling roots
- Compaction or water-logged roots
- Presence of insects or diseases

Condition points _____

TRUNK

- Sound bark and wood, no cavities
- Upright trunk (well tapered)
- Included bark between co-dominant stems
- Mechanical or fire injury
- Cracks
- Swollen or sunken area
- Presence of insects and diseases

Condition points _____

LIMB AND BRANCH STRUCTURE

- Strong attachments, no included bark
- Free of decay and cavities
- Well proportioned, good form
- Wound closure
- Dead limbs/epicormic sprouting
- Presence of decay, insects and diseases

Condition points _____

TWIGS

- Shoot vigor compared to past 3-year growth
- Presence of weak or dead twigs
- Presence of insects and diseases

Condition points _____

FOLIAGE

- Normal appearance (size, color, density)
- Nutrient deficiencies
- Herbicidal, chemical injury symptoms
- Wilted or dead leaves
- Presence of insect or disease

Condition points _____

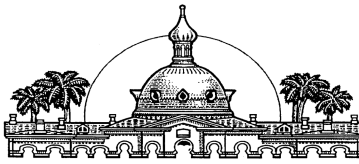
Total Condition Points _____

TREE CONDITION RANKING The ranking does not incorporate a wood density evaluation of the root collar and includes an evaluation of the tree's canopy from the ground surface only.

Total Points
18-20
15-17
12-14
11 or less

Condition
Excellent
Good
Fair
Poor

Evaluated by: _____
Date: _____
Tree Species: _____



Hillsborough County
Florida

NO FILL AFFIDAVIT
Land Development Code, Natural Resources Regulations

Property of Proposed Improvement

Street Address Folio

Subdivision Name (if applicable) Block Lot

I, the undersigned, do attest the placement of fill shall conform to the following:

1. Fill shall be restricted to the septic drainfield and the building foundation only with the exception of minor **foundation grading** not to exceed 6 feet from the building footprint and,
2. **Foundation grading** shall be placed no nearer to the side property boundary than 3 feet with the slope from the structure not to exceed 4:1.

I understand that any misrepresentation by me on this Affidavit voids any permit or exemption that I might attain based upon this Affidavit and will lead to appropriate legal action against me.

Owner or Authorized Agent (Please Print)

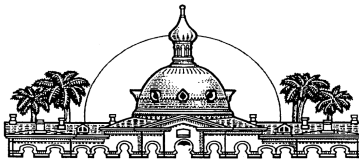
Signature of Owner or Authorized Agent

Date

Notary Signature: _____

Notary Stamp:

Print Name: _____



Hillsborough County
Florida

NO TREE AFFIDAVIT

Land Development Code, Natural Resource Regulations

Property of Proposed Improvements

Street Address

Subdivision

/ /
Section/Township/Range

Folio #

Legal Description or Location Description

Proposed Improvement(s)

Project Title, if applicable

I, the undersigned, do swear under penalty of perjury, that no tree(s) five (5) inches or greater in trunk diameter at 4 ½ feet above the ground surface exists outside the limits of wetland environmentally sensitive areas as determined by the Hillsborough County Environmental Protection Commission on the property described above.

I understand that any misrepresentation by me on this Affidavit voids any permit or exemption that I might attain based upon this Affidavit and will lead to appropriate legal action against me:

Owner or Authorized Agent (Please Print)

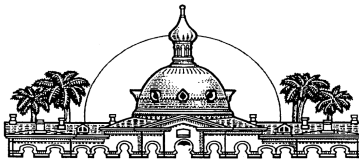
Signature of Owner or Authorized Agent

Date

Notary Signature: _____

Print Name: _____

Notary Stamp:



Hillsborough County
Florida

GRAND OAK PRUNING AFFIDAVIT
Hillsborough County
Land Development Code, Natural Resources Regulations

(For Use with SFD Application Only)

I, _____ am Certified as an Arborist by the International Society of Arboriculture or am a Registered Consulting Arborist with the American Society of Consulting Arborists. I understand the American National Standard Institute (ANSI) A300 Pruning Standards is a standard of Division 4.0, Hillsborough County Land Development Code and this standard is required when pruning a tree defined by the Land Development Code as a Grand Oak.

I understand my responsibility to ensure the ANSI A300 Pruning Standards are administered when pruning or overseeing the pruning activity and that I assume full responsibility for all pruning determined in noncompliance with these Standards.

Property Address for Pruning Activity

of Grand Oaks

Owner's Name

Arborist Name (Print)

Owner's Address

ISA Certified Arborist or ASCA
Consulting Arborist #

Owner's Phone Number

Arborist Phone Number

Arborist Signature

Notary Signature: _____

Print Name: _____

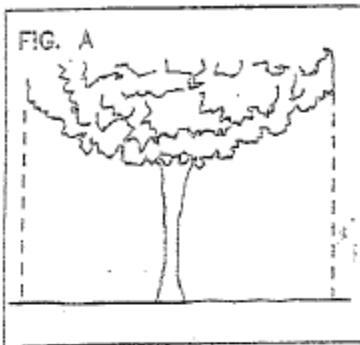
Notary Stamp:

Note: If canopy pruning of a grand oak is necessary, this affidavit must be provided before the issuance of the NR-LAL permit. You may either provide the original copy of this form with the NR-LAL permit application or provide it during the review process if it is not known at the time of application whether canopy trimming of a grand oak is necessary.

PROTECTIVE BARRIER REQUIREMENTS
AND
SPECIFICATIONS FOR EXISTING TREES TO REMAIN

PROTECTIVE BARRIERS are used during land alteration and construction activities to protect trees and natural areas to be retained on a site.

PROTECTIVE BARRIERS must be erected around TREES to be retained within an area where land alteration and construction activities will occur as well as along NATURAL AREAS where such areas are adjacent to permitted land alteration or construction activities. A PROTECTIVE BARRIER must remain in place until the land alteration and construction activities are completed or until commencement of grade finishing and sodding. No ground disturbance must occur within the barricaded area. The following represents the County's minimum protective barrier specifications.

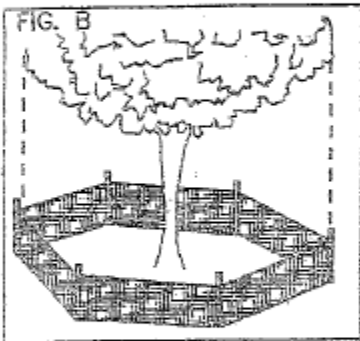


1. TREES – To restrict access into the area within the CANOPY DRIPLINE of a tree, a physical structure not less than 3 feet in height, comprised of wood or other suitable material, is placed around the tree at the CANOPY DRIPLINE, except where land alteration or construction activities are approved within the CANOPY DRIPLINE.

The CANOPY DRIPLINE of a tree is the imaginary, vertical line that extends downward from the outermost tips of the tree's branches to the ground. Fig. A

BARRIER SPECIFICATIONS FOR TREES:

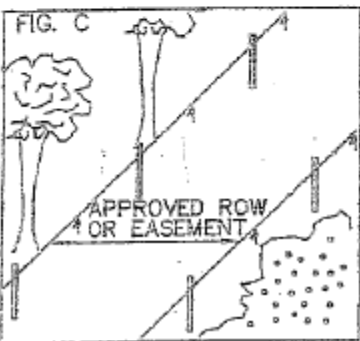
Four corner upright stakes of no less than 2"x 2" lumber connected by horizontal members of no less than 1"x 4" lumber; or upright stakes spaced at 5' intervals of no less than 1"x 1" lumber connected by silt screen fabric or material of comparable durability. Fig. B



2. NATURAL AREAS – To restrict access into areas where land alteration and construction activities are not authorized a physical structure not less than 3 feet in height is placed along the perimeter of such areas.

BARRIER SPECIFICATIONS FOR NATURAL AREAS:

Upright stakes of no less than 1"x 1" lumber spaced no more than 25' apart and connected by twine flagged with plastic surveying tape at regular intervals of 5-10'. Fig. C. Other methods of demarcation will be considered depending upon the characteristics of the site.



WHY A BARRIER

1. To protect all above ground portions of trees and other significant vegetation from mechanical damage.
2. To protect root systems from compaction.
3. To provide awareness of protected areas to equipment operators.